



# CITY OF ATLANTA

## Job Announcement

### **WATERSHED MANAGER (Human Resources Division)**

**STARTING SALARY: \$58,796**

**Salary Grade: 30**

**Applications Accepted From: February 20, 2006 until Vacancy is filled**

#### **Minimum Job Requirements\***

Applicants for this position must have graduated from an accredited college or university with a Bachelor's degree in Public/Business Administration, Management or other closely related field determined by prescribed guidelines; and five years of progressively responsible management experience in human resources, training, career development, or a closely related area. Equivalent combinations of training and experience will be determined under prescribed guidelines.

#### **Duties of the Job:**

This employee is responsible for assisting in the management of the Human Resources Division within the Department of Watershed Management. This employee oversees and manages human resources, career development and assists the director with other programs within the division; interfaces with Deputy Commissioners, Bureau Directors and Senior Managers; prepares correspondence for the Commissioner's and Director's signature; manages the daily work operations of staff by implementing and evaluating training programs; identifies staffing needs; reviews and evaluates annual budget requests.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303

Phone: 404-330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: 404-658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

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**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**

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\*Verification required prior to employment.